

Office of the State Public Defender

Administrative Policies

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1.0 POLICY

- 1.1. Upon the receipt of a Notice of Appointment of the Office of the State Public Defender, or receipt of a case in any other fashion, the following are the responsibilities of the Regional Deputy Public Defender:
 - A. When a contract attorney is being used:
 - i. Determine whether the contract attorney is willing to be assigned to the case;
 - ii. Prepare and file with the court from which the case comes, a notice of who will be the attorney of record;
 - iii. Send a copy of the notice to the contract attorney who has agreed to handle the case;
 - iv. Keep a permanent file of said notices;
 - v. Maintain a database of appointments on a system determined by the Office of the State Public Defender.
 - B. When an attorney employed in a public defender office is being used:
 - i. Submit the information concerning the case to the appropriate public defender office.
- 1.2. Upon the receipt of a case from the Regional Deputy Public Defender, the Managing Attorney in a public defender office will:
 - A. Assign the case to an attorney in the office;
 - B. Prepare and file with the court from which the case comes, a notice of who will be the attorney of record;
 - C. Maintain a database of appointments on a system determined by the Office of the State Public Defender.

2.0 CLOSING

Questions about this policy should be directed to the Central Office at the following address:

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